Texas Education Agency
Standard Application System (SAS)

2014-2016 Technology Lending Program Grant		
Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	**FOR TEA USE ONLY** Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	Place date stamp here.
Submittal information:	**Four** complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494	
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Campus name/#	Amendment #
Houston Heights Learning Academy	101829	101829101	

Vendor ID #	ESC Region #	US Congressional District #	DUNS #
	4	18	800498797

Mailing address		City	State	ZIP Code
902 West 8th Street		Houston	TX	77007-1408

Primary Contact

First name	M.I.	Last name	Title
Yvette	M	East	Superintendent

Telephone #	Email address	FAX #
713.869.9453	yeast@heightslearning.org	713.869.0785

Secondary Contact

First name	M.I.	Last name	Title
Tara		Ganaway	Lead Teacher/Campus Coordinator

Telephone #	Email address	FAX #
713.869.9453	tganaway@heightslearning.org	713.869.0785

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Yvette	M	East	Superintendent
Telephone #	Email address		FAX #
713.869.9453	yeast@heightslearning.org		713.869.0785

Signature (blue ink preferred)   Date signed

Yvette M. East   5/11/2014

Only the legally responsible party may sign this application.

701-14-107-156

Schedule #1—General Information (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	☒	
2	Required Attachments and Provisions and Assurances	☒	
4	Request for Amendment	N/A	
5	Program Executive Summary	☒	
6	Program Budget Summary	☒	
8	Professional and Contracted Services (6200)	☒	
9	Supplies and Materials (6300)	☐	
10	Other Operating Costs (6400)	N/A	
11	Capital Outlay (6600/15XX)	☒	
12	Demographics and Participants to Be Served with Grant Funds	☒	
13	Needs Assessment	☒	
14	Management Plan	☒	
15	Project Evaluation	☒	
16	Responses to Statutory Requirements	☒	
17	Responses to TEA Requirements	☒	

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.
Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
X	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
X	I certify my acceptance of and compliance with the program guidelines for this grant.
X	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
X	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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Schedule #2—Required Attachments and Provisions and Assurances	
County-district number or vendor ID:	Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances

X   I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the applications is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-Feburary 1, 2015), and that 100% of the funds will be expended no later than the end of the 1st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment N/A	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail *or* by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration Grant Management Resources page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
2.	Schedule #8: Contracted Services	6200	$	$	$	$
3.	Schedule #9: Supplies and Materials	6300	$	$	$	$
4.	Schedule #10: Other Operating Costs	6400	$	$	$	$
5.	Schedule #11: Capital Outlay	6600/ 15XX	$	$	$	$
6.	Total direct costs:		$	$	$	$
7.	Indirect cost (%):		$	$	$	$
8.	Total costs:		$	$	$	$

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		Schedule #4—Request for Amendment (cont.)	

County-district number or vendor ID: 101829		Amendment # (for amendments only):	

Part 4: Amendment Justification N/A

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

HOUSTON HEIGHTS LEARNING ACADEMY will expand its commitment to provide a high quality education for a community of learners from diverse socio-economic, racial, and ethnic backgrounds by integrating the accessibility of Technology Tools to students, staff, and parents to support extended learning outside the classroom twenty-four hours a day, seven days a week (24/7). Implementing a Technology Lending Program will afford the opportunity for Houston Heights population, which consists of 99% economically disadvantaged and 13% limited English proficient students to continue to practice skills, reinforce prior learning, and create new daily ideas accessing the same tools used in the classroom for instruction. This program will remove the cumbersome task requiring the student to switch from digital tools for learning used to deliver classroom instruction to pre-electronic tools for extended lessons at home then back to the digital tools the next day at school. This program is also expected to increase the percentage of students completing extended classroom activities which prepares them for the next day's lesson during study time at home.

HOUSTON HEIGHTS LEARNING ACADEMY'S Technology Lending Program will provide the digital device, a 'Wi-Fi hotspot' device when needed, and technical support during the hours of checkout. This will also provide the students with opportunities to recall, maintain, and enhance existing knowledge and to generate new ideas, products and create original works as a means of personal expression.

HOUSTON HEIGHTS LEARNING ACADEMY is progressively fulfilling its Technology Plan. Students experience the delivery of multi-media instruction in the schools upgraded computer lab. The lab has moved from just desktop computers to Chrome Books.

The Technology Lending Program will enable the HOUSTON HEIGHTS LEARNING ACADEMY to purchase and assign each student a Chrome Book for grades two through five, thereby allowing them the opportunity to have the same Chrome Book for extended learning checkout. Though all students, PK-5 have access to the media lab, readiness for the daily and extended learning experience must begin in PK. The Technology Lending Program will allow Houston Heights Learning Academy to provide classroom sets of Mini IPADs for PK-3; PK-4; Kindergarten, and First grade, thereby allowing teachers to incorporate daily digital lessons to support the rotating use of the media lab.

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Schedule #5—Program Executive Summary (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

The Technology Lending Program will allow HOUSTON HEIGHTS LEARNING ACADEMY to provide access to digital tools for learning twenty-four hours a day, seven days a week (24/7), therefore, an extensive training program for students, parents, and staff will be provided.

HOUSTON HEIGHTS LEARNING ACADEMY will provide professional development for teachers in technology integration, the use of chrome books in the classroom utilizing SMART Response, media projectors, Study Island, Brain Pop, and Reasoning Mind.

HOUSTON HEIGHTS LEARNING ACADEMY will increase students' literacy in technology to align with 21st century skills, as our students use digital media and environments, to communicate, collaborate, and prepare for careers. Students will apply digital tools to gather, evaluate and use information ethically, as well as, allow them to synthesize information gathered from a variety of sources and media. We will teach our students to practice digital citizenship, which is, safe, legal, and responsible uses of information and technology. Accountability for devices, responsibility for internet use, and consequences for inappropriate actions will be strongly emphasized and monitored. A review of documents for checkout will be discussed and distributed to both parents and students, and documentation of student mastery of basic technology application skills appropriate for each grade level will be required before students can check out devices. Our students will be able to use applications productively and, when necessary, perform simple troubleshooting tasks to become technology leaders. Products that students create will be reviewed by teachers and administration using teacher created rubrics that are shared with students prior to completing projects and products. Projects and products will be showcased during selected school activities for parents and other stakeholders to view.

HOUSTON HEIGHTS LEARNING ACADEMY will develop and implement a system to monitor usage of computers and software and its impact on student academic progress. Teacher's use of technology integration to develop and deliver instruction to maximize student learning will be monitored through formal and informal observations (i.e. lesson plans, teacher and student web pages, student productions-digital photography, videos, movies, slideshows, etc.) Teacher needs surveys will be conducted periodically to determine where professional development is needed. I-Aspire, an electronic teacher evaluation tool, will be used during walk-thru observations to capture the use of technology to deliver instruction in action, and will allow immediate feedback via email to the teacher.

The Technology Lending Program will provide equitable access to technology and the internet for all learners at HOUSTON HEIGHTS LEARNING ACADEMY. It will also facilitate continued movement toward accomplishing the objectives of the Houston Heights Learning Academy's Technology Plan.

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Schedule #6—Program Budget Summary						
County-district number or vendor ID: 101829				Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32						
Grant period: October 1, 2014, to August 31, 2016				Fund code: 410		

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	
Schedule #8	Professional and Contracted Services (6200)	6200	$37,760.00	$	$37,760.00	
Schedule #9	Supplies and Materials (6300)	6300	$39,170.00	$	$37,170.00	
Schedule #10	Other Operating Costs (6400)	6400	$ 2,000.00	$	$ 2,000.00	
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	N/A	$	N/A	
Total direct costs:			$78,930.00	$	$78,930.00	
Percentage% indirect costs (see note):			N/A	$	$	
Grand total of budgeted costs (add all entries in each column):			**$78,930.00**	**$**	**$78,930.00**	

Administrative Cost Calculation	
Enter the total grant amount requested:	$78,930.00
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:	$11,839.00

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 101829	Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

	Expense Item Description	Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	$
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	$
6200	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: ☐ Salaries/benefits ☐ Other: ☐ Networking (LAN) ☐ Other: ☐ Computer/office equipment lease ☐ Other: ☐ Building use ☐ Other: ☐ Copier/duplication services ☐ Other: ☐ Telephone ☐ Other: ☐ Administrative ☐ Other:	$
a.	Subtotal of professional and contracted services (6200) costs requiring specific approval: Consulting and travel	$3000.00

Professional Services, Contracted Services, or Subgrants Less Than $10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1		☐	$
2		☐	$
3		☐	$
4		☐	$
5		☐	$
6		☐	$
7		☐	$
8		☐	$
9		☐	$
10		☐	$
b.	Subtotal of professional services, contracted services, or subgrants less than $10,000:		$

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000

1	Specify topic/purpose/service:	☐ Yes, this is a subgrant
	Describe topic/purpose/service:	

	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
1	Contractor's payroll costs	# of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services		$
	Contractor's supplies and materials		$
	Contractor's other operating costs		$
	Contractor's capital outlay (allowable for subgrants only)		$
		Total budget:	$

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 101829	Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)

	Specify topic/purpose/service:		☐ Yes, this is a subgrant
2	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**
	Contractor's payroll costs	# of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services		$
	Contractor's supplies and materials		$
	Contractor's other operating costs		$
	Contractor's capital outlay (allowable for subgrants only)		$
		Total budget:	$

	Specify topic/purpose/service:		☐ Yes, this is a subgrant
3	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**
	Contractor's payroll costs	# of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services		$
	Contractor's supplies and materials		$
	Contractor's other operating costs		$
	Contractor's capital outlay (allowable for subgrants only)		$
		Total budget:	$

	Specify topic/purpose/service:		☐ Yes, this is a subgrant
4	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**
	Contractor's payroll costs	# of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services		$
	Contractor's supplies and materials		$
	Contractor's other operating costs		$
	Contractor's capital outlay (allowable for subgrants only)		$
		Total budget:	$

	Specify topic/purpose/service:		☐ Yes, this is a subgrant
5	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**
	Contractor's payroll costs	# of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services		$
	Contractor's supplies and materials		$
	Contractor's other operating costs		$
	Contractor's capital outlay (allowable for subgrants only)		$
		Total budget:	$

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Schedule #8—Professional and Contracted Services (6200)			
County-District Number or Vendor ID: 101829		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)			

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
6	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
7	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
8	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
c.	Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:		$	
a.	**Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:**		$ 3,000.00	
b.	**Subtotal of professional services, contracted services, or subgrants less than $10,000:**		$	
c.	**Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:**		$	
d.	**Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:**		$29,760.00	
	(Sum of lines a, b, c, and d) Grand total		$37,760.00	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #9—Supplies and Materials (6300)						
County-District Number or Vendor ID: 101829			Amendment number (for amendments only):			
Expense Item Description						
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					**Grant Amount Budgeted**
	☐ Print shop fees		☐ Technology-related supplies			$
	☐ Postage		☐ Other:			
	☐ Copy paper		☐ Other:			

	Technology Hardware—Not Capitalized					
6399	#	Type	Purpose	Quantity	Unit Cost	**Grant Amount Budgeted**
	1	Chrome Books	Lending-Grades 2-5	30	$249.00	
	2	IPADS	Classroom Use-PK-1	100	$269.00	
	3	Wi-Fi Hot Spot	Internet Connection	30	$49.99	$36,170.00
	4	Smartphone	Technical Support	1	$300.00	
	5				$	

6399	Technology software—Not capitalized	$
6399	Supplies and materials associated with advisory council or committee	$
	Subtotal supplies and materials requiring specific approval:	$36,170.00
	Remaining 6300—Supplies and materials that do not require specific approval:	$ 3,000.00
	Grand total:	**$39,170.00**

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #10—Other Operating Costs (6400)				
County-District Number or Vendor ID: 101829			Amendment number (for amendments only):	
Expense Item Description				**Grant Amount Budgeted**
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:			$
	☐ ESC-owned vehicle usage		☐ Other:	
	☐ Insurance		☐ Other:	
6411	Out-of-state travel for employees (includes registration fees)			$
	Specify purpose:			
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.			$
	Specify purpose:			
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)			$
	Specify purpose:			
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations			$
	Specify purpose:			
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees			$
	Specify purpose:			
6429	Actual losses that could have been covered by permissible insurance			$
6490	Indemnification compensation for loss or damage			$
6490	Advisory council/committee travel or other expenses			$
6499	Membership dues in civic or community organizations (not allowable for university applicants)			$
	Specify name and purpose of organization:			
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)			$
	Specify purpose:			
	Subtotal other operating costs requiring specific approval:			$
	Remaining 6400—Other operating costs that do not require specific approval:			$2,000.00
	Grand total:			$2,000.00

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See TEA Guidelines Related to Specific Costs for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
**Schedule #11—Capital Outlay (6600/15XX) N/A**				
	County-District Number or Vendor ID: 101829		Amendment number (for amendments only):			
	**15XX is only for use by charter schools sponsored by a nonprofit organization.**				
	**6669/15XX—Library Books and Media (capitalized and controlled by library)**				
1		N/A	N/A	$	
	**66XX/15XX—Technology hardware, capitalized**				
2			$	$	
3			$	$	
4			$	$	
5			$	$	
6			$	$	
7			$	$	
8			$	$	
9			$	$	
10			$	$	
11			$	$	
	**66XX/15XX—Technology software, capitalized**				
12			$	$	
13			$	$	
14			$	$	
15			$	$	
16			$	$	
17			$	$	
18			$	$	
	**66XX/15XX—Equipment, furniture, or vehicles**				
19			$	$	
20			$	$	
21			$	$	
22			$	$	
23			$	$	
24			$	$	
25			$	$	
26			$	$	
27			$	$	
28			$	$	
	**66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life**				
29				$	
	Grand total:	$			

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

	**For TEA Use Only**	
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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:

Category	Number	Percentage	Category	Percentage
African American	62	41%	Attendance rate	97%
Hispanic	77	51%	Annual dropout rate (Gr 9-12)	N/A
White	2	1%	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	100%
Asian	5	3%	TAKS commended 2011 performance, all tests (sum of all grades tested)	70%
Economically disadvantaged	149	99%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	20	13%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	0	0%	Average ACT score (number value, not a percentage)	N/A

Comments

HOUSTON HEIGHTS LEARNING ACADEMY'S students, with 20% of its population At-Risk, demonstrated academic success on the 2011 TAKS with 100% mastery of objectives at all grade levels. Though challenges still exist, grades 3 and 5 are consistently maintaining commended performance in the areas of Reading and Mathematics at the 80 to 100 percentile.

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public															
Open-enrollment charter school	48	29	17	18	19	9	10								150
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:	48	29	17	18	19	9	10								150

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Schedule #13—Needs Assessment	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The needs assessment process starts at Houston Heights Learning Academy with the understanding of the vision of the Long Range Plan for Technology 2006-2020, which states in part that students will be able to expect higher performance and deeper engagement in academic, real world endeavors by accessing digital tools and resources available twenty-four hours a day, seven days a week (24/7) appropriate to individual strengths, needs, and learning styles. Students will also know that they will be prepared to thrive in a global workforce with changing economic implications. The goal of making this vision a reality starts with surveying the students, staff, and parents regarding the state of Technology at HOUSTON HEIGHTS LEARNING ACADEMY at least twice per year.

The most important aspect of the needs assessment process at Houston Heights Learning Academy is the method of decision making. A team made up of all faculty members, an educational diagnostician, two parents and the school administrator comprise the Shared Decision Making Committee. The committee spends time quarterly, comprehensively comparing the readiness of Houston Heights' Technology Program to the Texas Campus STaR Chart and the Texas Essential Knowledge and Skills for Technology Application. The process continues with the compilation and disaggregating of student data from PEIMS, TELPAS, ITBS, TPRI and STAAR. The team discusses, by grade level, the strategies, tools, and programs that are having positive impact on the academic success of the school and its environment. The natural focus for prioritizing would be to look at the grades that are imbedded in the accountability rating. The team starts there, but only to see if the grades are maintaining the level of mastery set to accomplish each of the assessment tools given on campus. The team then moves to the objectives and identify those that can be maintained and those that are elevated to priority. The team then strategizes how to attack the deficiencies at each grade level. Teachers work collaboratively to develop a campus scope and sequence, individual and cross curricular lessons, project based activities, academic clubs, and after school support opportunities to address the priorities.

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Schedule #13—Needs Assessment (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	30 Chrome Books 30 Carrying Cases	The Technology Lending Program will allow each student, grades two through five, to be assigned a chrome book for daily use and the same device for checkout.
2.	30 Wi-Fi Hot Spot Devices	The Technology Lending Program will allow students the ability to access the internet when needed, when checking out the chrome book for after school and/or weekend use.
3.	Consulting Services and Training for parents and students	Consulting services to monitor and assist with the enhancement and extension of current skills in integrating digital devices in lesson planning. Training for parents and students on the proper use of the devices, emphasizing accountability, responsibility and consequences for inappropriate behavior.
4.	100 Mini IPADS	Implementation of the Technology Lending Program will allow Houston Heights Learning Academy to move daily access of digital tools to grades PK-3; PK-4; and First grade.
5.	Technical Aide with cell phone	Students will need technical and academic support during the after school and/or weekend usage of the digital tools. The Technology Lending Program will allow Houston Heights Learning Academy to provide such support by partnering with a high school/college student specializing in technical support and supplying a dedicated phone line and minimum wage.

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Schedule #14—Management Plan	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Grant Coordinator	College Degree Previous Experience Managing Grants
2.	Campus Liaison	Campus Lead Teacher or Administrator Designee
3.		
4.		
5.		

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective		Milestone	Begin Activity	End Activity
1.	Implementation of 2014-16 Technology Lending Program	1.	Announcement of Award	08/01/2014	09/30/2014
		2.	Faculty and Staff-Grant Orientation	10/03/20114	10/03/2014
		3.	Teacher Training-Introduction of Devices	10/10/2014	10/10/2014
		4.	Prof Dev-Integrating Technology in Lesson Design	10/17/2014	10/21/2014
		5.	Prof Dev-Cross Content Integration of Technology	10/31/2014	10/31/2014
2.	Implementation of 2014-16 Technology Lending Program	1.	Parent/Student Orientation/Training	11/03/2014	11/14/2014
		2.	Collaboration- Teacher Prep of Lesson Designs	11/03/2014	11/21/2014
		3.	Purchase Approved Grant Inventory	10/01/2014	10/03/2014
		4.	Review Infrastructure for Inventory Arrival	10/06/2014	10/10/2014
		5.	Receive Inventory, Label, Assign HHLA #, secure	10/27/2014	11/07/2014
3.	Technology Devices Integrated within the current Infrastructure	1.	Distribute Inventory	11/10/2014	11/14/2014
		2.	Troubleshooting Access on campus	11/10/2014	11/14/2014
		3.	Pilot Lending to Students	11/17/2014	11/20/2014
		4.	Staff Meeting-Pilot Debriefing	11/21/2014	11/21/2014
		5.	Troubleshooting Access/Problems from Pilot	11/24/2014	11/28/2014
4.	Technology Lending Program Support and Monitoring	1.	Program Full Launch	12/01/2014	12/18/2014
		2.	On-going Prof Dev and meeting with consultant	10/03/2014	06/30/2015
		3.	Weekly Technology Use Monitoring	11/17/2014	06/30/2015
		4.	Scheduled/Random Inventory Check	12/01/2014	06/30/2015
		5.	Inventory Collection and Storage	12/01/2014	01/06/2015
5.	Technology Lending Program Evaluation	1.	Teacher/Student Surveys(Quarterly)	11/21/2014	06/30/2014
		2.	Evaluate/Measure Usage	11/17/2014	06/30/2014
		3.	Weekly/Monthly Staff Meeting Discussions	11/17/2014	06/30/2014
		4.	TEA Evaluation Reports (4 reports)	04/15/2015	09/30/2016
		5.	Student Pre/Post Surveys	11/03/2014	05/22/2015

Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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Schedule #14—Management Plan (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

HOUSTON HEIGHTS LEARNING ACADEMY regards monitoring and adjusting goals and objectives as the heart of the success of the students. This is obvious in that their school calendar provides the time weekly for constant and consistent monitoring of the goals and objectives set forth by the Shared Decision Making Committee. Every Friday, students are dismissed at 12:30 p.m., 1:00 pm – 4:00 pm is designated for professional development(group and individual), teacher mentoring, club and organization meetings for students, tutoring, parent conferences, teacher collaboration, individual lesson planning, etc.. In addition to the weekly time, there is a monthly Faculty meeting held on Wednesday evening after student dismissal. During these times, reports, observations, discussions are held regarding the goals and objectives. Adjustments are recommended and referred to the Shared Decision Making Committee when appropriate.

HOUSTON HEIGHTS LEARNING ACADEMY also prides itself on being as transparent as possible. The school website is available for access and kept current with approved changes. The school distributes via students and posts on the website, a monthly school newsletter. Parent Nights are held where information is disseminated. And of course, monthly Board Meetings are held and information regarding time, place, and dates are posted according to State Requirements for public notice.

HOUSTON HEIGHTS LEARNING ACADEMY will continue to use these processes and procedures in implementing the Technology Lending Program on its campus.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

HOUSTON HEIGHTS LEARNING ACADEMY is progressively fulfilling its Technology Plan. Students currently experience the delivery of multi-media instruction in the schools upgraded computer lab. Teachers of grades three and five have class sets of the Chrome Books to use on a daily basis for digital instruction delivery. Although the school does not have a technology device lending program, students have access to a web based software program(Starfall, Study Island, Reasoning Minds, Brain Pop, Discovery Kids, PBS Kids, and Highlights Kids) outside of the school day. Teachers monitor the use of the program and assign activities when student internet access is available.

A Grant Coordinator will monitor the use of the devices purchased with grant funds to make sure that teachers are integrating the use of the lending program in their lesson plans, i.e. home projects, research, etc. and students are accessing the lending program via check out logs.

The Grant Coordinator will also develop an incentive and recognition program to encourage and recognize continued commitment to the program.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 101829	Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process		Associated Indicator of Accomplishment
1.	Student/Teacher Pre/Post Surveys and Interviews	1.	Teacher achieving National Educational Technology Standards
		2.	Increased time spent in home study
		3.	Paradigm changes in teaching strategies, curriculum integration, class mgt
2.	Evaluation of Benchmark/Assessment Scores and Six Weeks Grades	1.	Growth in student achievement in TA-TEKS.
		2.	Growth in student achievement in Math
		3.	Growth in student achievement in Reading
3.	Analysis of Digital Content Reports & Teacher Professional Development	1.	Student Increase after school usage of digital devices and content by 25%
		2.	Teacher Increased technology mastery and knowledge by 25%
		3.	Student mastery of core subject objectives will increase by 25%.
4.	Classroom Observations	1.	Increased use of technology to deliver instruction
		2.	Increased use of technology students(individually and in groups)
		3.	Increased student engagement and motivation.
5.	STaR Charts	1.	Increased rating-Early Tech to Dev Tech or Higher for Teaching & Learning
		2.	Increased rating-Dev. Tech or Higher for Infrastructure for Technology
		3.	Increased Summary Rating-Early Tech to Dev Tech for Campus & Teacher

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Grant Coordinator will design and develop forms and reports which will include data comparing survey results, academic grades and results of Benchmark/Assessment Scores. The report will also include the number of times the students have utilized the lending program.

Teachers will receive reports on strengths and weaknesses observed during walk-thru observations which will be delivered immediately via the i-Aspire electronic evaluation software tool. As part of the walk-thru observers will review lesson plans for documentation of integration of program into the curriculum requiring at home use of technology and the internet.

Quarterly review of the data by the Shared Decision Making Committee will ensure additional focus to make sure program objectives are met and weaknesses are addressed.

An End of Year Formative evaluation will provide meaningful data concerning the overall impact of the technology lending program on classroom practices.

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

HOUSTON HEIGHTS LEARNING ACADEMY will expand its commitment to provide a high quality education for a community of learners from diverse socio-economic, racial, and ethnic backgrounds by integrating the accessibility of Technology Tools to students, staff, and parents to support extended learning outside the classroom twenty-four hours a day, seven days a week (24/7). Implementing the Technology Lending Program will afford the opportunity for Houston Heights population, which consists of 99% economically disadvantaged and 13% limited English proficient students to continue to practice skills, reinforce prior learning, and create new daily ideas accessing the same tools used in the classroom for instruction. This program will remove the cumbersome task requiring the student to switch from digital tools for learning used to deliver classroom instruction to pre-electronic tools for extended lessons at home then back to the digital tools the next day at school. This program is also expected to increase the percentage of students completing extended classroom activities which prepares them for the next day's lesson during study time at home.

HOUSTON HEIGHTS LEARNING ACADEMY'S Technology Lending Program will provide the digital device, a 'Wi-Fi hotspot', when needed, and technical and academic support during the hours of checkout. This will also provide the students with opportunities to recall, maintain, and enhance existing knowledge and to generate new ideas, products and create original works as a means of personal expression via the internet.

The Technology Lending Program will enable the HOUSTON HEIGHTS LEARNING ACADEMY to purchase and assign each student a Chrome Book for grades two through five, thereby allowing them the opportunity to have the same Chrome Book for extended learning checkout. Purchasing additional Chrome Books and the Wi-Fi Hotspot devices will also enhance the accessibility of the currently available web based software, Study Island, for remediation, practice, and acceleration in the core content areas.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 101829	Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

N/A

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

HOUSTON HEIGHTS LEARNING ACADEMY'S Lending Program aligns with the vision, mission, and goals set forth in its Charter and Technology Plan.

The vision for technology at the Houston Heights Learning Academy will provide a high quality education for a community of learners from diverse socio-economic, racial and ethnic backgrounds. We plan to incorporate technology in every aspect across campus lines. The plan is devised to format the process of integration among all staff members and in each and every classroom This process will positively affect the communication between parents, teachers, students and community partners.

Technology is always changing, and as it changes, the campus will adapt and improve, update and maintain. This environment will facilitate better communication, as students, faculty and parents use these tools as an integral part of the learning process.

We believe that all children can learn and deserve the best education, one that challenges and stimulates them. Technology will enhance the dynamics for each child to discover their own unique abilities and make them competitive learners of this century.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

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The Shared Decision Making Committee determined the instructional strategies, including daily use of digital tools had a very positive impact on students in grade five to perform at 100% mastery consistently across all content areas for two consecutive years on the STAAR. The similar consistencies were documented in the results of the Iowa Test of Basic Skills for grade five (5). As a result, The Technology Lending Program will allow Houston Heights to expand the access to digital tools daily to grades PK-2, to "breed" that consistency at the earlier levels, and to extend the access to twenty-four hours a day, seven days a week (24/7) for grades three(3) through five(5). Currently the school does not have a technology lending program.

Students actively engaged in "hands-on" activities are less likely to get involved in inappropriate behavior, thereby, fostering an environment for the reinforcement of self discipline.

Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):
TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.	
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HOUSTON HEIGHTS LEARNING ACADEMY is progressively fulfilling its Technology Plan. Students currently experience the delivery of multi-media instruction in the schools upgraded computer lab. Teachers of grades three and five have class sets of the Chrome Books to use on a daily basis for digital instruction delivery. Although the school does not have a technology device lending program, students have access to a web based software program(Starfall, Study Island, Reasoning Minds, Brain Pop, Discovery Kids, PBS Kids, and Highlights Kids) outside of the school day. Teachers monitor the use of the program and assign activities when student internet access is available.

Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):
TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is	

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provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Teachers will continue to receive updates and upgrade notices and professional development on current electronic curriculum tools already in place (i.e. Study Island, Brain Pop, Reasoning Minds, Starfall, Discovery Kids, PBS Kids and Highlights Kids). Teachers will receive the training which comes with the purchasing of the Chrome Books.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The HOUSTON HEIGHTS LEARNING ACADEMY'S Approved Technology Plan has goals and strategies which provide the infrastructure necessary and adequate for the support of the devices purchased under The Technology Lending Program already in place and funds budgeted. Wi-Fi is available on campus.

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 101829	Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

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The Technology Lending Program at Houston Heights Learning Academy will have 30 Wi-Fi Hotspots available for students to check out with the Chrome Books when internet access is needed and not accessible at home to complete after school and/or weekend extended lesson activities.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Houston Heights Learning Academy has a Technology Coordinator who provides technical support to the staff and students during regular school hours. The staff has also had extensive training of the digital devices available on campus. Continuous training is also provided to enhance **troubleshooting skills of all teachers and to keep them abreast of any and all upgrades to devices.** The Technology Lending Program will allow the campus to add an additional part-time person to provide technical **support to students checking devices out for after school and/or weekend use.** Teachers will be asked to devise a plan for academic support. Additional plans will include the rotation of teachers to be on call for academic assistance, and the use of electronic chatting will be researched.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

HOUSTON HEIGHTS LEARNING ACADEMY has only one campus, PK-3 through Grade 5. The Technology Lending Program would involve lending devices to students in grades two through grade five. Chrome Books will be assigned to students for the year and kept in the classroom for easy daily access. The check out period will begin after teachers, students, and parents have been trained, students receiving Internet access at home have demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS) and Technology Lending Agreement and Responsible Use Policy documents have been signed and collected. Teachers will be able to check out Chrome Books to students at their discretion with supporting lesson plan documentation or individual student lesson plan, using the required check-out log. Parent signature will be required on every check-out. Wi-Fi Hotspot devices will be housed in the main office and checked out to parents upon presenting a teacher request form completed by the teacher. Devices checked out during the week must be brought to school the next day and checked out again if required. Weekend/Holiday checkouts require Administrative approval and must be brought to school the first day after the weekend or holiday.

Grant Coordinator will establish a routine check for devices and schedule for maintenance. Coordinator will also establish a schedule to randomly check devices for inappropriate use.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 101829	Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

HOUSTON HEIGHTS LEARNING ACADEMY will inventory every device with company issued serial numbers and unique campus numbers(i.e. HHLA000). These numbers will be placed on devices in a permanent or not easily removed manner. These devices will be added to current insurance policies for coverage.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

HOUSTON HEIGHTS LEARNING ACADEMY will revise its Computer System and Internet Policy to include a Technology Lending Agreement to be signed by parents/guardians/primary care givers. We will revise the section on Responsible Use to include equipment loaned out through the Technology Lending Program. All agreements and student mastery of the Digital Citizenship strand of Technology Application-Texas Essential Knowledge and Skills (TEKS) will be documented before students are assigned a device, purchased from grant funds, for use on campus or after school checkout.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person: